

CLAIMS

Claim 1. A time entry recording and management system comprising:

a plurality of fields including:

a date field configured to display a date;

a start field configured to display a starting time of a time entry;

a stop field configured to display an ending time of the time entry;

a description field configured to display a description of the time entry; and

at least one code field configured to display at least one code assigned to the time entry;

a selector movable between each of the plurality of fields; and

a first actuator configured to perform at least one of a plurality of functions upon being actuated depending upon in which of a plurality of fields the selector is located.

Claim 2. The system of Claim 1, wherein, when the selector is positioned in the date field and the first actuator is actuated, the first actuator:

enters a current date in the date field;

enters a current system time in the start field corresponding to the date field;

enters the current system time plus a preselected time increment in the stop field corresponding to the start field; and

moves the selector to the stop field corresponding to the start field.

Claim 3. The system of Claim 1, wherein the first actuator enters a current system time in the start field when the selector is positioned in the start field.

Claim 4. The system of Claim 1, wherein the first actuator records a preceding stop time in the start field when the selector is in the start field.

Claim 5. The system of Claim 1, wherein the first actuator copies data from at least one code field of a first time entry to at least one corresponding code field of a second time entry upon actuation of the first actuator.

Claim 6. The system of Claim 5, wherein the first actuator copies data from the description field of a first time entry to the description field of a second time entry upon actuation of the first actuator.

Claim 7. The system of Claim 1, wherein all of the fields are simultaneously displayed.

Claim 8. The system of Claim 1 including an input configured to record data in one of the plurality of fields in which the selector is positioned.

Claim 9. The system of Claim 8, wherein the input is selected from a keyboard and a preceding field entry.

Claim 10. The system of Claim 1 including an entry hours field configured to display an elapsed time between a corresponding start time and a corresponding stop time.

Claim 11. The system of Claim 10, wherein the system is configured to adjust the elapsed time based upon a pre-selected formula.

Claim 12. The system of Claim 10, wherein at least the entry hours field, the at least one code field and the description field are simultaneously displayed and wherein the system further includes a second actuator

configured to reorganize and group corresponding fields together based upon a selected criteria upon being activated.

Claim 13. The system of Claim 12, wherein the criteria is the data recorded in at least one code field.

Claim 14. The system of Claim 10 including a second actuator configured to sum the elapsed time for all entries on a selected date upon being activated.

Claim 15. The system of Claim 14, wherein the selected date is selected by positioning the selector on any of the plurality of fields corresponding to the date.

Claim 16. The system of Claim 14, wherein the second actuator provides separate sums for billable and non-billable time for the selected date upon being activated.

Claim 17. The system of Claim 14, wherein the second actuator additionally increments a first yearly hourly total by the first daily hourly total upon being activated.

Claim 18. A method for recording and managing time, the method comprising:

providing a plurality of fields including a date field configured to display a date, a start field configured to display an starting time of a time entry, a stop field configured to display an ending time of the time entry, a description field configured to display a description of the time entry and at least one designation field configured to display at least one designation assigned to the time entry;

moving a selector between each of the plurality of fields; and

performing at least one of a plurality functions based upon which of the plurality of fields the selector is located and in response to actuation of an actuator.

Claim 19: A time recording and management system comprising:

a plurality of fields configured to display time related information;

means for selecting a first one of the plurality of fields;

means for entering time related information in a second one of the plurality of fields based upon the selected first one of the plurality of fields and in response to actuation of an actuator.

Claim 20. A time recording and management system comprising:

a plurality of fields configured to display different types of time entry data; and

a selector movable between each of the plurality of fields; and

a first actuator configured to perform at least one of a plurality of functions upon being actuated depending upon in which of a plurality of fields the selector is located.

Claim 21. The system of Claim 20, wherein the plurality of fields are selected from a date field configured to display a date, a start field configured to display a starting time of a time entry, a stop field configured to display an ending time of the time entry, a description field configured to display a description of the time entry, and a code field configured to display at least one code assigned to the time entry.

Claim 22. A time recording and management system comprising:

a plurality of fields configured to display different types of time entry data; and

a selector movable between each of the plurality of fields; and
a first actuator configured to automatically fill data in at least two of the fields upon being actuated once.

Claim 23. The system of Claim 22, wherein the plurality of fields are selected from a date field configured to display a date, a start field configured to display a starting time of a time entry, a stop field configured to display an ending time of the time entry, a description field configured to display a description of the time entry, and a code field configured to display at least one code assigned to the time entry.